

## FY 02 CALENDAR (OCTOBER 2001- SEPTEMBER 2002)

**CARRIE RICHARDSON, COORDINATOR 757-4123**

[illegible]

<b>COURSE TITLE:</b>	<b>ADVANCED MANAGEMENT ANALYSIS</b>	
<b>VENDOR:</b>	Graduate School USDA Philadelphia PA	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
497111	19-22 August 02	19 July 02
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course will allow experienced analysts to refine and sharpen their analytical skills to keep growing in their profession. The latest techniques and applications will be presented.	
<b>OBJECTIVE:</b>	<p>At the completion of this course, students will learn:</p> <ul style="list-style-type: none"> <li>❖ Techniques to produce a solid project plan with the most loosely defined problems or concepts.</li> <li>❖ Identifying stakeholders and their role in analysis/projects.</li> <li>❖ The importance of creating a clear and shared vision for the project.</li> <li>❖ Developing a measurement system that provides early warning signs for problems.</li> <li>❖ Accomplishing project goals through the use of effective and efficient processes.</li> </ul>	
<b>AUDIENCE:</b>	Program and management analysts, auditors and project/program managers who have a solid understanding of management analysis or project management fundamentals can benefit from this course.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	\$400	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>COST BENEFIT ANALYSIS</b>	
<b>VENDOR:</b>	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
497112	18-20 June 02	17 May 02
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	The purpose of the cost benefit analysis is to improve the efficient and effective resource allocation through well-informed decision making analysis. This course provides the participant with the techniques necessary to develop a cost-benefit analysis of a project.	
<b>OBJECTIVE:</b>	<p>At the end of the course, participants will be able to:</p> <ul style="list-style-type: none"> <li>❖ Prepare a cost benefit analysis.</li> <li>❖ Complete the following tasks: <ul style="list-style-type: none"> <li>* Define project objectives.</li> <li>* Document the current work process.</li> <li>* Estimate future requirements.</li> <li>* Identify what data to collect on costs.</li> <li>* Identify alternatives.</li> <li>* Evaluate alternatives.</li> <li>* Perform a sensitivity analysis.</li> </ul> </li> </ul>	
<b>PREREQUISITE:</b>	None	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$350	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>DATA ANALYSIS WITH MICROSOFT EXCEL</b>	
<b>VENDOR:</b>	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
497113 497114	06-09 May 02 05-08 August 02	05 April 02 05 July 02
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to introduce problems involving real-world data as a basis of statistical exploration. Participants are guided by step-by-step instructions that give them hands-on experience using Excel. The exercises give the participant an opportunity to play detective in analyzing the data, to form a conclusion, and to defend the conclusion in written reports.	
<b>OBJECTIVE:</b>	At the completion of the course participants will: <ul style="list-style-type: none"> <li>❖ Explore the basic statistics for a single variable</li> <li>❖ Discuss the charting capabilities of Excel</li> <li>❖ Discuss basic statistical theory, introducing the concept of samples, populations, and random variables</li> <li>❖ Use linear regression and correlation and multiple regression</li> <li>❖ Interpret analysis of variance tables and how to check for interactions</li> <li>❖ Analyze quality control data</li> </ul>	
<b>AUDIENCE:</b>	Senior management and program analysts and personnel with analytical backgrounds.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	\$420	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>DATA COLLECTION AND ANALYSIS TECHNIQUES</b>	
<b>VENDOR:</b>	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
497115	15-18 July 02	14 June 02
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides a scientific and statistical rationale for developing study methodology, determining sampling procedures, and sample size. The four data collection techniques (measurement, survey, interview, observation) are demonstrated through “hands-on” techniques. Types of error in sampling are discussed and demonstrated in class activities and projects.	
<b>OBJECTIVE:</b>	<p>The participants will be able to:</p> <ul style="list-style-type: none"> <li>❖ Develop a data collection plan.</li> <li>❖ Conduct secondary research.</li> <li>❖ Design a data collection instrument.</li> <li>❖ Determine sample size, statistical error rate, and other sampling error.</li> <li>❖ Conduct data collection.</li> <li>❖ Analyze the data collected.</li> <li>❖ Prepare a written and oral briefing of the data collection process.</li> </ul>	
<b>PREREQUISITE:</b>	None	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	\$350	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle “V” in Block 22, under “Payment” on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>INTERMEDIATE MANAGEMENT ANALYSIS</b>	
<b>VENDOR:</b>	Graduate School USDA Philadelphia, PA 19107	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
497116	10-13 June 02	10 May 02
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This is the second in a series of courses designed for positions in the Management Analyst series and positions with similar duties and responsibilities. It is designed for analysts who need advanced skills to conduct full scale management analysis studies; it also introduces several useful quantitative techniques.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, students will learn:</p> <ul style="list-style-type: none"> <li>❖ Effective study techniques.</li> <li>❖ Well-founded research design methodologies for everyday use.</li> <li>❖ Presenting your findings to management without question.</li> <li>❖ Reduce the number of oversights by establishing monitoring systems.</li> <li>❖ Present data to your managers in ways that strengthen their decision-making abilities.</li> </ul>	
<b>AUDIENCE:</b>	This course is recommended for program and management analysts, auditors and other professionals who want to improve their ability to produce thoroughly researched, useful management studies.	
<b>PREREQUISITE:</b>	New analysts should first complete "Introduction to Management Analysis".	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	\$375	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO MANAGEMENT ANALYSIS</b>	
<b>VENDOR:</b>	Graduate School USDA Philadelphia, PA 19107	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
497117	10-13 December 01	09 November 01
497118	08-11 April 02	08 March 02
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This is the first in a series of courses designed for positions in the management analyst series and positions with similar duties and responsibilities. It teaches the basic techniques and fundamental tools of management analysis, allowing employees with little or no experience to conduct basic studies or to participate as contributing team members in larger scale projects.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, students will learn:</p> <ul style="list-style-type: none"> <li>❖ Identification of problems and how to construct a causal model using backstep analysis.</li> <li>❖ How to strengthen your case by using the appropriate fact-gathering techniques such as sampling, interviewing and observation.</li> <li>❖ The importance of incorporating simple descriptive statistics such as charts, graphs, frequency distribution, averages and standard deviation to routing progress reports.</li> <li>❖ Techniques to clearly present your findings to management.</li> </ul>	
<b>AUDIENCE:</b>	Employees who anticipate doing elementary management analysis such as management technicians, supervisors, administrative assistants, new management/program analysts, and support staff who work with management analysts.	
<b>PREREQUISITE:</b>	None	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	\$375	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO STATISTICS</b>	
<b>VENDOR:</b>	Graduate School USDA Philadelphia, PA 19107	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
497119	03-06 June 02	03 May 02
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to teach participants the basics of statistics, from frequency distributions to sampling to regression analysis. Students will also learn the meaning and applications of statistics.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, students should be able to:</p> <ul style="list-style-type: none"> <li>❖ Understand the Research Process (PDCA).</li> <li>❖ Differentiate between Populations and Samples.</li> <li>❖ Use Proportions; Percentages and Percentage Change.</li> <li>❖ Calculate Mode; Median; Mean and Standard Deviations for Populations and Samples.</li> <li>❖ Extract a Random Sample from a Population.</li> <li>❖ Understand and use the Normal Curve Table.</li> <li>❖ See the relevance of Confidence Intervals.</li> <li>❖ Compute a viable Minimum Sample Size for your Study.</li> <li>❖ Use “rho” and “W” for prioritized alternatives.</li> <li>❖ Construct a Contingency Table and compute “Gamma”.</li> <li>❖ Understand and implement Correlation and Regression Analysis.</li> </ul>	
<b>AUDIENCE:</b>	Anyone who works with or interprets data can benefit from this course.	
<b>PREREQUISITE:</b>	None	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	\$375	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle “V” in Block 22, under “Payment” on the Initial Training Request Form.	



<b>COURSE TITLE:</b>	<b>PERFORMANCE MEASUREMENT</b>	
<b>VENDOR:</b>	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
497121	16-17 September 02	16 August 02
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to introduce participants to performance measurement, a method of measuring the progress of a program or activity in achieving the results or outcomes that clients or customers expect. The course describes the concepts and techniques of performance measurement, and offers ideas on choosing, implementing and making use of performance measures.	
<b>OBJECTIVE:</b>	At the completion of the course participants will: <ul style="list-style-type: none"> <li>❖ Understand the importance of performance measurement</li> <li>❖ Distinguish among the categories of performance measures</li> <li>❖ Develop an appreciation for the value of various measures</li> <li>❖ Design potential or revise current performance objectives and measures for agency programs</li> <li>❖ Understand how performance measures can be incorporated into existing or an upgraded management process</li> </ul>	
<b>AUDIENCE:</b>	Managers, analysts and program personnel responsible for monitoring and reporting their activity's results.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$250	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>PRESENTING STATISTICS USING CHARTS, GRAPHS AND TABLES</b>	
<b>VENDOR:</b>	Kais Esystems, Inc. 6036 Burnside Landing Drive Burke, VA 22015	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
497122	18-19 September 02	17 August 02
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides participants the opportunity to turn raw data into charts, graphs, and tables that sell programs and communicate results that win. Participants will demonstrate data presentation using the following techniques: flow charts, cause and effect diagrams, Pareto charts, scatter diagrams, run charts, histograms, and control charts. Computer applications will be presented for demonstration purposes.	
<b>OBJECTIVE:</b>	<p>The participant will be able to:</p> <ul style="list-style-type: none"> <li>❖ Translate raw data into briefing charts and graphs.</li> <li>❖ Identify the “best” use of charts, graphs, and tables.</li> <li>❖ List the steps for construction of the various charts, graphs, and tables.</li> <li>❖ Present data gathered using techniques demonstrated in class.</li> </ul>	
<b>PREREQUISITE:</b>	None	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28 (Rev. 05/01). The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$250	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle “V” in Block 22, under “Payment” on the Initial Training Request Form.	

